

**Adult Basic Education and Lamoille Union High School
Diploma Program Contract**

I, _____, agree to these terms and conditions as the plan for earning my LUHS diploma.

- 1) Work with ABE to complete the pre-testing for all areas of the GED. Pre-test score results must be adequate to indicate a passing test score if I was to take an actual GED test.
- 2) I must demonstrate competence as measured by the Secretary's Commission on Achieving Necessary Skills (SCANS) in the area of "Personal Qualities". These qualities are spelled out in detail including - Responsibility, Self-Esteem, Sociability, Self-Management, Integrity/Honesty. These qualities must be documented by me and others working with me and must be displayed over time. Documentation of competence in regard to these five areas will be provided by me through successful completion of the attached checklist.
- 3) I will submit the following materials to my LUHS Guidance Counselor by May 1st of the year I intend to graduate:
 - a) ABE pre-test scores
 - b) Successfully completed checklists including required five hours of community service
 - c) Personal essay (200 words or more) explaining my reasons for choosing this alternative path to complete high school graduation requirements and how I have benefited from this experience. This essay must demonstrate the proper English grammar, usage, mechanics and content of a final English essay.

**** Students must have been employed a minimum of four months in the same job.**

**** Please note: In no instance can a student graduate from LLJHS prior to turning 16 or before they would have spent a minimum of three years in high school had they attended consecutively and chronologically.**

Student

Guidance Counselor

Phone Number

Principal

Mailing Address

Parent/Guardian (if applicable)

Date

Do you plan on participating in graduation?

_____ Yes _____ No

TO BE COMPLETED BY EMPLOYER

Student's Name

Responsibility

1. Exerts a high level of effort and perseverance towards goal attainment. _____ Yes _____ No

Comments:

2. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well, and displaying a high level concentration even when assigned an unpleasant task. _____ Yes _____ No

Comments:

3. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks. _____ Yes _____ No

Comments:

Employer's Signature

Business Name

Date

Telephone Number

TO BE COMPLETED BY EMPLOYER

Student's Name

Self-Management

1. Student assesses own knowledge, skills, and abilities accurately. _____ Yes _____ No

Comments:

2. Student sets well-defined and realistic personal goals. _____ Yes _____ No

Comments:

3. Student monitors progress toward goal attainment and motivates through goal achievement. _____ Yes _____ No

Comments:

4. Student exhibits self-control and responds to feedback unemotionally and nondefensively. _____ Yes _____ No

Comments:

5. Student is a "self-starter". _____ Yes _____ No

Comments:

Employer's Signature

Date

TO BE COMPLETED BY EMPLOYER

Student's Name

Sociability

1. Student demonstrates understanding, friendliness, adaptability, empathy, and politeness in new and on-going group settings. _____ Yes _____ No

Comments:

2. Student asserts self in familiar and unfamiliar social situations. _____ Yes _____ No

Comments:

3. Student relates well to others. _____ Yes _____ No

Comments:

4. Student responds appropriately as the situation requires. _____ Yes _____ No

Comments:

5. Student takes an interest in what others say and do. _____ Yes _____ No

Comments:

Employer's Signature

Date

TO BE COMPLETED BY EMPLOYER

Student's Name

Integrity/Honesty

1. Student can be trusted. _____ Yes _____ No

Comments:

2. Student recognizes when faced with making a decision or exhibiting behavior that may break with commonly held personal or societal values. _____ Yes _____ No

Comments:

3. Student understands the impact of violating these beliefs and codes on an organization, self, and others. _____ Yes _____ No

Comments:

4. Student chooses an ethical course of action. _____ Yes _____ No

Comments:

Employer's Signature

Date

**TO BE COMPLETED BY PERSON
SUPERVISING COMMUNITY SERVICE
(5 Hours Minimum)**

Student's Name _____

Business/ Organization Where Time was Volunteered	Date Worked	# of Hours Worked	Contact Person's Signature, Comments, and Telephone #

TO BE COMPLETED BY STUDENT

Student's Name

Self-Esteem

1. I believe in my own self-worth and I maintain a positive view of myself. _____ Yes _____ No
2. I demonstrate knowledge of my skills and abilities. _____ Yes _____ No
3. I am aware of my impact on others. _____ Yes _____ No
4. I know my own emotional capacity and needs and how to address them. _____ Yes _____ No

Student's Signature

Date

TO BE COMPLETED BY TEACHER/COUNSELOR/ABE PERSON/CLERGY/EMPLOYER

Self-Esteem

1. Student believes in own self-worth and maintains a positive view of self. _____ Yes _____ No
2. Student demonstrates knowledge of own skills and abilities. _____ Yes _____ No
3. Student is aware of impact on others. _____ Yes _____ No
4. Student knows own emotional capacity and needs and how to address them. _____ Yes _____ No

Comments:

Signature and Title

Date